

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2018-10 dated November 8, 2018, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

- Download the worksheet file APP-CSE 2020 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
- The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other Items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_DBM_Region IVA).
 - Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
- The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPs website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
- An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 local 4019.

Note: Consistent with Memorandum Circular No. 2019 -1 dated 03 September 2019, issued by AO 25, the APP-CSE for FY 2020 must be submitted on or before **October 31, 2019**.

Department/Bureau/Office:	NATIONAL TELECOMMUNICATIONS COMMISSION	Agency Account Code:	U024	Contact Person:	Aleli M. Arcega
Region:	NATIONAL CAPITAL REGION	Organization Type:	NATIONAL GOVERNMENT AGENCY (NGA)	Position:	Administrative Assistant III
Address:	BIR RD., EAST TRIANGLE, DILIMAN QUEZON CITY	E-mail :			aleli.arcega@ntc.gov.ph
		Telephone/Mobile Nos:			8929-5112; 09567569978

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT						
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																											
Pesticides or Pest Repellents																											
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	-	-	-	-	-	-	-	-	1.00	1.00	139.36	-	1.00	-	1.00	139.36	-	-	-	-	-	2.00	139.36	278.72
Solvents																											
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	14.00	11.00	11.00	36.00	1,583.71	13.00	11.00	12.00	36.00	1,583.71	13.00	11.00	11.00	35.00	1,539.72	13.00	11.00	12.00	36.00	1,583.71	143.00	43.99	6,290.86	
Color Compounds and Dispersions																											
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	4.00	1.00	3.00	8.00	197.02	2.00	2.00	1.00	5.00	123.14	3.00	2.00	1.00	6.00	147.76	1.00	1.00	4.00	6.00	147.76	25.00	24.63	615.68	
Films																											
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	737.24	0.00
5	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box	2.00	-	-	2.00	417.04	-	-	-	-	-	2.00	-	-	2.00	417.04	-	-	-	-	-	-	4.00	208.52	834.08
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	208.52	0.00
Paper Materials and Products																											
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	72.78	0.00
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	682.24	0.00
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,029.60	0.00

10	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	2.00	-	2.00	4.00	5,200.00	-	2.00	-	2.00	2,600.00	2.00	-	2.00	4.00	5,200.00	1.00	1.00	1.00	3.00	3,900.00	13.00	1,300.00	16,900.00
11	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	765.44	0.00
12	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	596.80	0.00
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,034.80	0.00
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	670.70	0.00
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	32.22	0.00
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	56.06	0.00
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	41.50	0.00
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12.04	0.00
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	16.00	9.00	13.00	38.00	5,030.11	14.00	11.00	9.00	34.00	4,500.62	16.00	12.00	15.00	43.00	5,691.96	11.00	8.00	12.00	31.00	4,103.51	146.00	132.37	19,326.20
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	14.00	12.00	13.00	39.00	6,035.33	14.00	7.00	9.00	30.00	4,642.56	14.00	12.00	14.00	40.00	6,190.08	14.00	7.00	14.00	35.00	5,416.32	144.00	154.75	22,284.29
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	23.00	5.00	1.00	29.00	3,320.92	18.00	1.00	5.00	24.00	2,748.35	17.00	-	-	17.00	1,946.74	18.00	1.00	6.00	25.00	2,862.86	95.00	114.51	10,878.87
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	18.00	5.00	-	23.00	2,989.52	12.00	-	5.00	17.00	2,209.65	14.00	-	-	14.00	1,819.71	12.00	-	5.00	17.00	2,209.65	71.00	129.98	9,228.52
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17.35	0.00
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	96.20	0.00
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	1.00	-	-	1.00	48.78	1.00	-	-	1.00	48.78	-	-	1.00	1.00	48.78	-	1.00	-	1.00	48.78	4.00	48.78	195.10
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	5.00	3.00	-	8.00	565.76	2.00	4.00	3.00	9.00	636.48	3.00	5.00	1.00	9.00	636.48	-	3.00	4.00	7.00	495.04	33.00	70.72	2,333.76
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	4.00	3.00	3.00	10.00	1,019.20	4.00	3.00	3.00	10.00	1,019.20	4.00	4.00	4.00	12.00	1,223.04	4.00	3.00	3.00	10.00	1,019.20	42.00	101.92	4,280.64
28	14111704-TT-P02	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	4.00	-	9.00	13.00	850.41	-	1.00	13.00	14.00	915.82	1.00	-	4.00	5.00	327.08	-	3.00	-	3.00	196.25	35.00	65.42	2,289.56

Batteries and Cells and Accessories

29	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	-	-	-	-	-	-	-	2.00	2.00	39.46	-	1.00	-	1.00	19.73	2.00	-	1.00	3.00	59.19	6.00	19.73	118.37
30	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	1.00	1.00	-	2.00	39.00	-	1.00	-	1.00	19.50	-	-	-	-	-	1.00	-	-	1.00	19.50	4.00	19.50	78.00
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	88.40	0.00

Manufacturing Components and Supplies

32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	12.00	4.00	4.00	20.00	956.38	4.00	4.00	4.00	12.00	573.83	9.00	5.00	4.00	18.00	860.75	4.00	5.00	4.00	13.00	621.65	63.00	47.82	3,012.61
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	-	-	-	-	-	-	-	-	-	-	3.00	-	-	3.00	62.03	-	-	-	-	-	3.00	20.68	62.03
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	10.00	5.00	6.00	21.00	421.08	5.00	8.00	5.00	18.00	360.92	8.00	5.00	5.00	18.00	360.92	6.00	5.00	5.00	16.00	320.82	73.00	20.05	1,463.74
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	3.00	-	-	3.00	54.60	1.00	1.00	-	2.00	36.40	1.00	-	-	1.00	18.20	1.00	-	1.00	2.00	36.40	8.00	18.20	145.60
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	1.00	2.00	-	3.00	165.36	2.00	-	1.00	3.00	165.36	-	1.00	-	1.00	55.12	1.00	-	2.00	3.00	165.36	10.00	55.12	551.20
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	4.00	2.00	2.00	8.00	852.80	3.00	2.00	2.00	7.00	746.20	1.00	4.00	1.00	6.00	639.60	3.00	2.00	3.00	8.00	852.80	29.00	106.60	3,091.40
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	3.00	1.00	1.00	5.00	91.00	2.00	1.00	1.00	4.00	72.80	1.00	1.00	1.00	3.00	54.60	1.00	1.00	2.00	4.00	72.80	16.00	18.20	291.20
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	7.00	2.00	1.00	10.00	91.00	8.00	1.00	1.00	10.00	91.00	3.00	2.00	2.00	7.00	63.70	-	2.00	1.00	3.00	27.30	30.00	9.10	273.00
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	2.00	3.00	2.00	7.00	127.40	2.00	1.00	1.00	4.00	72.80	2.00	3.00	2.00	7.00	127.40	1.00	2.00	1.00	4.00	72.80	22.00	18.20	400.40
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	-	1.00	2.00	101.92	2.00	50.96	101.92

Heating and Ventilation and Air Circulation

42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	974.48	0.00
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,192.88	0.00

79	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	4.00	2.00	1.00	7.00	143.85	1.00	2.00	1.00	4.00	82.20	2.00	1.00	1.00	4.00	82.20	2.00	2.00	1.00	5.00	102.75	20.00	20.55	411.01	
80	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	2.00	1.00	2.00	5.00	197.60	2.00	1.00	2.00	5.00	197.60	1.00	2.00	1.00	4.00	158.08	2.00	1.00	-	3.00	118.56	17.00	39.52	671.84	
81	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	28.00	16.00	17.00	61.00	1,070.87	27.00	17.00	16.00	60.00	1,053.31	18.00	16.00	19.00	53.00	930.43	17.00	16.00	16.00	49.00	860.20	223.00	17.56	3,914.81	
82	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	2.00	3.00	5.00	10.00	697.84	1.00	-	6.00	7.00	488.49	-	5.00	1.00	6.00	418.70	5.00	-	6.00	11.00	767.62	34.00	69.78	2,372.66	
83	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	13.00	3.00	3.00	19.00	1,304.16	2.00	4.00	4.00	10.00	686.40	2.00	3.00	3.00	8.00	549.12	3.00	2.00	2.00	7.00	480.48	44.00	68.64	3,020.16	
84	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	408.14	0.00
85	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	-	-	-	-	-	1.00	-	-	1.00	518.08	-	1.00	-	1.00	518.08	-	-	1.00	1.00	518.08	3.00	518.08	1,554.23	
86	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD for legal size doc	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	738.40	0.00
87	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	2.00	60.99	2.00	30.49	60.99	
88	44121506-EN-M02	ENVELOPE, MAILING, white, 80gsm (5%)	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	328.64	0.00
89	44121504-EN-W02	ENVELOPE, mailing, white, with window	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	410.80	0.00
90	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11.11	0.00
91	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	3.00	1.00	2.00	6.00	473.49	1.00	1.00	2.00	4.00	315.66	2.00	1.00	1.00	4.00	315.66	2.00	2.00	1.00	5.00	394.58	19.00	78.92	1,499.39	
92	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	70.61	0.00
93	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12.48	0.00
94	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16.64	0.00
95	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	253.29	0.00
96	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	291.20	0.00
97	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	171.08	0.00
98	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	-	-	1.00	1.00	213.72	-	-	1.00	1.00	213.72	-	-	1.00	1.00	213.72	-	1.00	-	1.00	213.72	4.00	213.72	854.88	
99	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	746.72	0.00
100	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	-	-	-	-	-	-	-	-	-	-	-	-	3.00	3.00	652.08	-	-	-	-	-	-	3.00	217.36	652.08
101	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	7.00	1.00	1.00	9.00	2,516.72	6.00	1.00	1.00	8.00	2,237.08	6.00	1.00	1.00	8.00	2,237.08	6.00	21.00	1.00	28.00	7,829.79	53.00	279.64	14,820.67	
102	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	51.88	0.00
103	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	41.60	0.00
104	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	37.23	0.00
105	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10.31	0.00
106	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10.31	0.00
107	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10.31	0.00
108	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	7.00	2.00	2.00	11.00	106.16	2.00	2.00	1.00	5.00	48.26	4.00	5.00	1.00	10.00	96.51	3.00	1.00	3.00	7.00	67.56	33.00	9.65	318.49	
109	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9.65	0.00
110	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9.65	0.00
111	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	1.00	1.00	1.00	3.00	17.94	1.00	2.00	1.00	4.00	23.92	1.00	1.00	1.00	3.00	17.94	2.00	1.00	1.00	4.00	23.92	14.00	5.98	83.72	
112	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12.74	0.00
113	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	4.00	-	2.00	6.00	124.74	-	2.00	-	2.00	41.58	2.00	-	2.00	4.00	83.16	-	2.00	-	2.00	41.58	14.00	20.79	291.05	
114	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	201.64	0.00
115	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	3.00	1.00	1.00	5.00	483.60	3.00	1.00	1.00	5.00	483.60	1.00	1.00	3.00	5.00	483.60	3.00	1.00	3.00	7.00	677.04	22.00	96.72	2,127.84	
116	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	5.00	1.00	1.00	7.00	193.65	3.00	1.00	1.00	5.00	138.32	1.00	5.00	1.00	7.00	193.65	3.00	1.00	1.00	5.00	138.32	24.00	27.66	663.94	

117	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	1.00	2.00	2.00	5.00	58.86	1.00	2.00	1.00	4.00	47.09	-	-	-	-	-	1.00	-	-	1.00	11.77	10.00	11.77	117.73
118	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	27.40	0.00
119	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	-	-	-	-	-	-	-	-	-	-	-	9.00	9.00	4,305.41	-	-	-	-	-	9.00	478.38	4,305.41	
120	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	187.20	0.00	
121	44101602-PJ-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	-	1.00	-	1.00	131.96	-	-	-	-	-	1.00	-	-	1.00	131.96	1.00	-	-	1.00	131.96	3.00	131.96	395.87
122	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	3.00	-	-	3.00	46.80	2.00	-	-	2.00	31.20	-	-	2.00	2.00	31.20	-	-	3.00	3.00	46.80	10.00	15.60	156.00
123	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	3.00	-	-	3.00	246.48	2.00	-	-	2.00	164.32	3.00	-	-	3.00	246.48	2.00	-	-	2.00	164.32	10.00	82.16	821.60
124	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	878.80	0.00
125	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	18.18	0.00
126	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	55.83	0.00
127	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,400.00	0.00
128	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	8.00	-	-	8.00	1,081.60	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8.00	135.20	1,081.60	
129	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	1.00	4,711.20	1.00	4,711.20	4,711.20	
130	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,088.08	0.00
131	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,699.20	0.00
132	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00

Printer or Facsimile or Photocopier Supplies

133	44103109-BR-D05	DRUM CART, BROTHER DR-3455	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,864.00	0.00
134	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,001.52	0.00
135	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,029.60	0.00
136	44103105-CA-B04	INK CART, CANON PG-740, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	754.00	0.00
137	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	780.00	0.00
138	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	17.00	4.00	12.00	33.00	8,408.40	5.00	12.00	4.00	21.00	5,350.80	16.00	4.00	12.00	32.00	8,153.60	5.00	13.00	4.00	22.00	5,605.60	108.00	254.80	27,518.40
139	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	11.00	2.00	9.00	22.00	5,605.60	4.00	8.00	3.00	15.00	3,822.00	11.00	2.00	9.00	22.00	5,605.60	4.00	8.00	3.00	15.00	3,822.00	74.00	254.80	18,855.20
140	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	11.00	2.00	9.00	22.00	5,605.60	4.00	8.00	3.00	15.00	3,822.00	11.00	2.00	9.00	22.00	5,605.60	4.00	8.00	3.00	15.00	3,822.00	74.00	254.80	18,855.20
141	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	11.00	2.00	9.00	22.00	5,605.60	4.00	8.00	3.00	15.00	3,822.00	11.00	2.00	9.00	22.00	5,605.60	4.00	8.00	3.00	15.00	3,822.00	74.00	254.80	18,855.20
142	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
143	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
144	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	658.32	0.00
145	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	745.68	0.00
146	44103105-HP-T30	INK CART, HP C9363WA, (HP97), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,492.40	0.00
147	44103105-HP-P48	INK CART, HP C9397A (HP72) 69ml Photo Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,996.80	0.00
148	44103105-HP-C48	INK CART, HP C9398A (HP72) 69ml Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,996.80	0.00
149	44103105-HP-M48	INK CART, HP C9399A (HP72) 69ml Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,996.80	0.00
150	44103105-HP-Y48	INK CART, HP C9400A (HP72) 69ml Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,996.80	0.00
151	44103105-HP-G48	INK CART, HP C9401A (HP72) 69ml Gray	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,996.80	0.00
152	44103105-HP-B48	INK CART, HP C9403A (HP72) 130ml Matte Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,016.00	0.00
153	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	650.00	0.00
154	44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	766.48	0.00

1	25101507-VB101A	Pick-up Engine displacement not exceeding 2200 cc for gasoline For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
	25101507-VB101B	Pick-up Engine displacement not exceeding 3000 cc for diesel For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
	25101905-VB201A	All-terrain vehicle, commonly referred to Sports Utility Vehicle Engine displacement not exceeding 2000 cc for gasoline For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
	25101905-VB201B	All-terrain vehicle, commonly referred to Sports Utility Vehicle Engine displacement not exceeding 2400 cc for diesel For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
2	25101505-VB301A	Passenger Van Engine displacement not exceeding 2200 cc for gasoline For general urban use where road conditions are generally good	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
	25101505-VB301B	Passenger Van Engine displacement not exceeding 3000 cc for diesel For general urban use where road conditions are generally good	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
	25181601-VB401A	Multi-Purpose Vehicle (MPV) Engine displacement not exceeding 1500 cc for gasoline For general urban use where road conditions are generally good	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
	25181601-VB401B	Multi-Purpose Vehicle (MPV) Engine displacement not exceeding 2500 cc for diesel For general urban use where road conditions are generally good	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
3	25101801-VB5-01	Motorcycle Engine displacement not exceeding 200 cc For use of field personnel/ workers who by the nature of their functions have to travel to remote areas not normally accessible by ordinary Motorcycle	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
4	25101505-VB302A	Passenger Van Engine displacement not exceeding 2200 cc for gasoline For transport of personnel/visitors for activities related to education, tourism, trade and investment promotions, banking and finance, foreign affairs, and other official functions	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00

6	25172502-WW-001	Wheels, _____ (type of vehicle)					-	-					-	-							-	-	-			0.00
7	40161513-FF-001	Fuel Filters					-	-					-	-							-	-	-			0.00
8	48101710-DW-F01	Drinking Water/ Fountain					-	-					-	-							-	-	-			0.00
9	26111729-AB-001	Auto Battery					-	-					-	-							-	-	-			0.00
10							-	-					-	-							-	-	-			0.00
11							-	-					-	-							-	-	-			0.00
12							-	-					-	-							-	-	-			0.00
13							-	-					-	-							-	-	-			0.00
14							-	-					-	-							-	-	-			0.00
15							-	-					-	-							-	-	-			0.00
16							-	-					-	-							-	-	-			0.00
17							-	-					-	-							-	-	-			0.00
18							-	-					-	-							-	-	-			0.00
19							-	-					-	-							-	-	-			0.00
20							-	-					-	-							-	-	-			0.00
21							-	-					-	-							-	-	-			0.00
22							-	-					-	-							-	-	-			0.00
23							-	-					-	-							-	-	-			0.00

A. TOTAL									P	1,391,760.94
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)									P	139,176.09
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)										
D. GRAND TOTAL (A + B+ C)									P	1,530,937.03
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:									P	-
F. MONTHLY CASH REQUIREMENTS									P	-
G.1 Available at Procurement Service Stores		121,463.70		714,854.01		106,503.61		103,909.61	P	1,046,730.94
G.2 Other Items not available at PS but regularly purchased from other sources		40,685.00		250,025.00		40,385.00		13,935.00	P	345,030.00
TOTAL MONTHLY CASH REQUIREMENTS		162,148.70		964,879.01		146,888.61		117,844.61	P	1,391,760.94

**Agency must put the monthly requirement for air tickets both local and international.*

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

ORIGINAL SIGNED

Aleli M. Arcega

Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available: Approved by:

ORIGINAL SIGNED

MARIA ANGELA S. PINGOY, CHIEF AO

Accountant / Local Budget Officer

ORIGINAL SIGNED

DELILAH F. DELES, OIC, NTC-NCR

Head of Office/ Agency

Date Prepared: _____